

SECTION: CERTIFICATION

SUBJECT: Specific Requirements for First Time Certification Only

ITEM: WIC Authorization Folder



Policy A local agency shall verify the identification of each applicant prior to initial certification (See WPM 270-20). After certification, a local agency shall complete and issue a “WIC Authorization Folder” (WAF) (DHS 4148) and an Integrated Statewide Information System (ISIS) identification (ID) number to the participant according to procedures prescribed below. Participants shall be required to present the WAF at each appointment and when redeeming food instruments at authorized grocers. A local agency shall establish a protocol for replacing a lost or stolen participant WAF.

Basis for policy 7 CFR 246.7 (l)(2)
7 CFR 246.12 (l) and (o)
WRO Policy Memo 803-AI

Description A WAF is designed to hold food instruments that are generated by ISIS, as well as contain the case number, original signature, and next appointment date of the participant and family. The participant is required to retain and use the WAF for the duration of his/her participation in the WIC program.

Issuing a WAF A local agency shall issue a WAF to the first family member enrolled in the WIC program. The local agency shall record the ISIS generated family ID number on the WAF. A family ID number begins with two alpha letters followed by nine numeric numbers. All participants enrolled within the same family shall have the same ISIS generated family ID number.

ISIS also generates an individual ID number for each participant linked to the family ID number. The individual ID number is unique to each participant. The individual ID number begins with nine numeric numbers and ends with two alphas. The local agency shall record the name and individual ID number of each family member on the family’s WAF.

The participant must sign the WAF in the presence of a WIC staff person to ensure the validity of the original signature.

Usage

A participant or his/her alternate must present the properly signed WAF to grocers. Grocers are prohibited from redeeming WIC food instruments without the WAF.

A participant/alternate/proxy must present the WAF to the local agency at each appointment. After initial certification, the properly signed WAF may serve as proof of identity for issuance of food instruments to the participant (not alternate or proxy). The local agency shall compare the participant/alternate's original signature on the WAF against the signature on the voucher issuance log when food instruments are issued to verify the identity of the participant/alternate, and that the correct participant is picking up the correct package of food instruments.

IF	THEN
The local agency is in doubt of a participant's identity...	Request additional forms of identification to verify the participant's identity.
An alternate or proxy presents a WAF at the appointment...	Request identification to verify alternate or proxy identity.
No WAF is presented...	Use other forms of identification to verify participant or alternate identity. Local agency staff shall record comments in the Individual Comments field in ISIS regarding the type of identification checked.
No WAF is presented and no forms of identification are available...	Local agency shall withhold issuing food instruments and reschedule the participant's appointment.
... And participant is a victim of disaster, migrant or homeless.	Participant may sign a statement attesting to identity.

Alternate

An alternate is a person who may pick up and/or redeem food instruments when the participant is unable to do so. During enrollment procedures, a local agency shall inform participants that they can designate up to two alternate individuals. The alternate individual(s) whose signature appears on the WAF is/are the only individual(s), other than the participant/parent(s)/guardian(s), who can redeem food instruments at the authorized grocer.

A local agency shall instruct participants to notify the agency when an alternate needs to be replaced. A local agency must update ISIS to remove an old name and enter a new alternate name. On the WAF, place a single line through the alternate name to be removed. The new alternate will need to sign on the next available line.

If all three alternate signatures are invalid, the local agency shall issue the participant a new WAF. The old WAF shall be destroyed.

Proxy

A proxy is a person designated by the participant to pickup food instruments. To designate a proxy, the participant must provide the proxy with the WAF and a note authorizing the proxy to pickup food instruments. The note must be dated and have an original signature. The local agency shall retain the note in the agency files, enter the name in the proxy field in ISIS, and record comments in the Individual Comments field in ISIS. A note authorizes the proxy to pickup food instruments only once. Each time a proxy is needed, a new note is required. A local agency shall require identification from any proxy prior to picking up food instruments on behalf of a participant.

A proxy is typically needed in the following circumstances:

- The participant is ill or confined, e.g., a pregnant woman hospitalized after delivery,
- The participant is unable to use the WIC food instruments correctly, e.g., unable to read or write,
- The participant is caring for a sick child or other family member, and
- The participant does not have access to transportation.

A local agency shall encourage participants to pick up food instruments in person; however, a local agency shall not impose restrictions, which limit the use of alternates or a proxy. Also, a local agency shall not establish specific criteria or qualifications an individual must meet in order to be authorized as an alternate/proxy, except to the extent required to conduct

Proxy (cont.) A complete and accurate eligibility determination at a certification appointment or to comply with the prohibition regarding alternates/proxy for persons residing in institutions. Refer to WPM Section 210-40.

Local agency staff as an alternate or proxy A local agency employee shall not act as an alternate or proxy for a participant.

Lost or stolen authorization folders A local agency shall develop a protocol governing the replacement of lost or stolen WAFs. Each agency shall instruct participants to inform the agency as soon as possible if the WAF is lost or stolen, in order to avoid possible unauthorized issuance of food instruments. A local agency shall issue a replacement WAF to the participant (not an alternate) upon verification of the participant's identity. The participant must sign the replacement WAF in the presence of a WIC staff person to ensure the validity of the original signature.

Reassigning WIC I.D. numbers When a participant is disqualified and then re-enrolled in the program at a later date, the applicant should be enrolled under the same or previous Family ID number whenever possible for continuity and case history.

IF other family members...	THEN...
are still in the program	the participant who has been re-enrolled shall be added to the family WAF.
are not participating in the program	a new WAF shall be issued.

Ordering supplies of WAFs A local agency shall complete an Office of State Publishing (OSP) requisition form to request a quantity of WAFs (DHS 4148, WIC Authorization Folder). The requisition must be submitted to OSP for processing.
